

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name DCF		9. Position No. K0231035	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Family Services			12. Proposed Class Title Public Service Administrator	
4. Section Prevention and Protection Services	For  Use  By  Personnel  Office	13. Allocation		
5. Unit Permanency		14. Effective Date		
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %	Personnel  Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Agency  
Number

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position will assist the IVE program manager by helping manage, organize and direct activities related to assuring accurate client, provider and service eligibility for federal and state resource allocations in the PPS division. This position will assist in analyzing administrative and management reports, and make recommendations about policy and procedures involving the IVE program which has multi-million dollar implications for the agency.

The KEES project is getting ready for Phase 3 implementation of the Human services functionality. For PPS, part of phase 3 will automate IVE eligibility. PPS will assume the KEES training functions which were previously the responsibility of the vendor. This has resulted in additional state staff responsibilities to manage the project.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Patricia Long

PSE II

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Patricia Long

PSE II

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee will be responsible for the delivery of training material for the end-user of KEES. The KEES project will develop the training and mentoring in the use of tools and methods used for designing and building the end user training.

The employee will assist the IVE Program manager on IVE eligibility issues and will make recommendations to the Program Administrator on critical and complex issues. General directions will be given verbally or in writing.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
40%	E	<p><b><u>Federal and State Eligibility for Foster Care:</u></b></p> <p>Assists with activities to insure accurate eligibility determination in the field, including a system of quality assurance. Works with legal counsel to address IV-E eligibility documentation requirements in journal entries by the court.</p> <p>Provides technical and expert assistance concerning federal and state requirements. Develops and delivers training as needed.</p> <p>Designs and implements policies and procedures to assure compliance with federal and state statutes, regulations and requirements. Interprets federal program instructions and implements policy and procedure concerning federal regulations to assure compliance through comprehensive and thorough written and verbal communication to staff in central and regional offices, providers and other stakeholders.</p> <p>Requires coordination and communication with federal partners, such as the Administration for Children and Families, and Office of the Inspector General. Coordinates with other state agencies such as the Kansas Department of Health and Environment (Medicaid) and Kansas Department of Corrections Juvenile Services and the Tribes to assure compliance with federal and state policies.</p>
35%		<p><b><u>Compliance and Performance Improvements</u></b></p> <p>Coordinates with the Performance Improvement and Budget units to assist with development and implementation of a quality assurance system to assure compliance with federal and state laws, regulations and policies related to eligibility and federal financial participation in child welfare.</p> <p>Analyzes reports that meet customer needs for compliance. Provides technical assistance and recommends corrective action and program improvement plans to the field as appropriate.</p>

20%		<p>Helps coordinate the Federal IV-E review. Assists Performance Improvement with aspects of the federal review including case readers, review participants and site logistics.</p> <p>Assists with monitoring FACTS data entry for eligibility process and other systems for review, researching and using information to improve the State's performance in audits and reviews.</p> <p>Assists with the coordination of the annual Single Statewide Audit. Provides information to the auditors as requested. Assists with other audits as assigned.</p> <p><b><u>Kansas Eligibility and Enforcement System (KEES):</u></b></p> <p>Deliver Instructor Led (IL) Courses on the KEES system for PPS and any policy or process related content or sessions to a variety of audiences, ranging from front line staff and eligibility staff in the regions and PPS Administration management.</p> <p>Collaborate with KEES Vendor and DCF to provide efficient and accurate documentation on workflow requirements for the KEES system. Work with others in Administration and on the KEES project to ensure state and federal regulations and policies are followed to effect accurate and timely benefit eligibility determination. Collaborate with the vendor, end users and stakeholders in design efforts and make foundation decisions on system functionality and features and configuration to support the KEES business processes and reporting requirements.</p> <p>Provides state context and content in the preparation and development of the training plan. Assist in the development of the web based and instructor led curriculum. Analyze how and where to implement policy-related content to the training material. Help develop and review the standards, tools, and templates which will be used for the development and tracking of training materials and delivery.</p>
5%		Perform other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ☒ ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ☐ ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ☐ ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

N/A

23. Which statement best describes the results of error in action or decision of this employee?

- ( ☐ ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ☐ ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ☒ ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ☐ ) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Interacts and coordinates with the public/private sector, other agency managers and with external agencies to ensure achievement of mutual goals, program integrity and effective client, provider and service eligibility. Interacts and collaborates with federal agencies to shape state policies and procedures. Interacts with and advises agency executives of emerging issues affecting client, provider and service eligibility in order to identify or develop courses of action and recommend solutions.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The everyday office structure can be noisy and other common environmental factors.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

The work requires daily use of the computer, e-mail, fax, copy machine, telephone, and automobile.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - special or professional

Bachelors Degree and two years experience in managing, administering, and/or supervising human, financial, physical or informational resources; and any additional education and experience criteria which meet the agency's requirement for the position.

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

This position requires an extensive and broad working knowledge of PPS programs and other DCF divisions. This position requires an expertise in IVE eligibility and federal funding requirements. This position requires an advanced ability to communicate effectively both orally and in writing to a variety of audiences. This position requires the ability to identify and analyze problems.

Special consideration will be given to current, former, or supervisors of DCF eligibility specialists.

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Personnel Official \_\_\_\_\_ Date \_\_\_\_\_

**Approved:**

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Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Agency Head or \_\_\_\_\_ Date \_\_\_\_\_  
Appointing Authority